

Information Pack of the Role of

Finance Officer, Nepal Scouts

Scouting and Nepal Scouts

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

Scouting & Guiding are the largest youth organizations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

Nepal Scouts is founded on 1957, is now the full member of World Organization of the Scout Movement (WOSM) and world association of Girl Guides and Girls Scouts (WAGGGS).

Nepal scouts today is a confederation of 70 Districts of Nepal in a network of over 64 thousand Scouts in more than twenty-five hundred local community Scout groups. Thousands of members are volunteers who support the local activities, resulting in a huge multiplier effect.

Nepal Scouts is an independent, International, non-profit, and non-partisan organization, which serves the Nation and Scout Movement through its members. Nepal Scouts NHQ purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development of the movement in all over the country.

Finance officer, Nepal Scouts

Local hiring (Nepali Nationals only)

Reporting to: Director, Nepal Scouts

Location: Nepal Scouts National Headquarters, Lekhnath Marga, Lainchaur, Kathmandu

Duration: Two year & Renewable

Overall purpose

The Finance Officer is a professional position, appointed and guided by the Nepal Scouts Employee Rules. Responsible for efficiently managing finances of Nepal Scouts as per the finance rules and procedures and administer in line with act, constitution and bylaws.

Role description

Key responsibilities

The main responsibility of the finance Officer is to function accounting and finance related tasks at National Headquarters. The successful candidate will:

- Plan and prepare annual budget.
- Review/Develop financial policies rules and procedures to ensure that financial management of Nepal Scouts abides with the Standard Accounting Procedure (SAP) of Government of Nepal.

- Ensure the strict compliance of Standard Accounting Procedure (SAP) throughout Nepal Scouts.
- Develop and implement an internal control system for all processes.
- Manage grant and funding income from different parties and prepare necessary financial report.
- Ensure accounting books are updated all times.
- Maintain the assets register and ensure movable and immovable assets are part of the inventory.
- Ensure timely internal and annual external audits and its reporting.
- Ensure the office premises, vehicles and other logistics are well maintained all time in ready to use condition.

We are seeking a person who:

- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and preparedness to learn more complex principles
- has experience in relevant positions in any organization or internationally sound project at least for 3 years
- Has good knowledge of the Financial Affairs, especially the modern accounting software.
- Is able to coordinate and collaborate with a multicultural team of volunteers and staff
- Has good knowledge of Managing Accounts of big projects and events.

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in Accounting, Finance, Business Administration or other relevant fields. Master Degrees will be advantages.
- Understanding of national and international accounting policies and software.
- Strong ability to work in in English & Nepali, written is mandatory.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook) including modern accounting software's.
- Strong knowledge of database entry and processing.
- Strong ability to work in a team of professionals and volunteers.

Personal qualities/requirements

- Eager to learn and have a sense of curiosity
- Self-motivated, outgoing, and autonomous
- Ability to work under tight deadlines
- Forward-looking, a "big picture" thinker, resourceful, a good planner and motivator
- Well-organized, with an excellent capacity for multitasking
- Having strong sense of purpose and commitment to accomplish tasks (if needed, during evenings and/or weekends), a good team player with emotional intelligence
- Good moral character (No any criminal case will not be tolerate)
- Ability to work as a member of multicultural team from different religions and cultures
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Recognizes problems and seeks guidance and instruction when necessary
- Makes suggestions to improve work methods and procedures
- Ability to multitask

Summary of employment

Terms and conditions

The position is a contract position for 24 months, renewable for as per the negotiation and organizational need and depending on the contractual employee's performance. Nepal Scouts offers a range of tangible and intangible working benefits as follows:

- The salary will be paid on a monthly basis and will be appropriate to the seniority of this role fixed as per the negotiation. The minimum scale will not be less than the post of a section officer of government of Nepal.
- The position is based in Kathmandu Nepal.
- Contractual hours of work are a minimum of 50 hours per week, Sunday through Friday, but additional hours may be required for the effective performance of the role. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 15 days per annum (calculated on pro-rata basis) plus public holidays in the country where the position is based.
- All other facility will not be less than as per the regulations of government of Nepal.

How to apply

Applications should be submitted not later than 2076 Ashoj 8 [25th September 2019] and should include:

1. a curriculum vitae with full details of your education and career history
2. a cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description and personal specification. Your particular interest and motivation in applying for this role should also be outlined.
3. Copies of Citizenship, Educational Degrees and Experience Certificate (if any).
4. contact information of at least two persons who can provide employment references

For more information and enquiry, email to info@nepalscouts.org or call at 4419001.

Nepal Scouts is committed to making appointments based on merit, through by a fair and open process, taking due account of equality and diversity as per the rule of Nepal Scouts.